

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

December 05, 2016 – 4:00 P.M. – Troutman Town Hall

Council Members Present: Sally P. Williams, W. Paul Henkel, Judy Jablonski, James K. Troutman; Paul R. Bryant

Council Members Absent: Mayor Teross W. Young, Jr.

Staff Present: Justin E. Longino, Interim Town Manager; Steven H. Shealy, Finance Director; Kimberly H. Davis, Town Clerk; Matthew A. Selves, Police Chief; Adam K. Lippard, Public Works Manager; Erika G. Martin, Planning Director; Emily Watson, Parks & Rec. Coordinator; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

Others: (Sign-In sheet is attached to these minutes)

I. MAYOR PRO TEM PAUL HENKEL CALLED THE MEETING TO ORDER

II. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF NOVEMBER 13, 2016, (*Justin Longino, Interim Town Manager*)

*****See Draft Agenda *****

Consent Agenda Items:

Item 15. Consider Approval of the 2017 Town of Troutman Event Calendar

Planning Director Erika Martin presented a brief overview of proposed events for the 2017 calendar year. She stated that the purpose of the calendar will aide staff in getting the word out in the community. Ms. Martin informed Council that the Dogwood Festival is also on the list, upon request by Dogwood Festival Director Chuck Gallyon to move the event to Troutman since Statesville no longer has interest in the event. Council member Paul Henkel commented on the positive comments from the community regarding the success of the Christmas parade and suggested that staff research the possibility of partnering with the Rotary Club in regards to community events. He commented that the Rotary does a lot for the Town in the respect to civic and community service. Mayor Young requested that staff research dates with community partners to avoid potential conflict with event dates and other partnership opportunities.

New Business Items:

Item 16.

Current CCOG Alternate, Council member Williams, volunteered to remain to serve as alternate if the Council so desires. Town Council to vote at their regular scheduled meeting on December 8, 2016.

III. MISCELLANEOUS BUSINESS

A. Business from Mayor and Council

- Council member Bryant stated that he recently attended a meeting of the 2017 Advertising Plan of the North Carolina Tourist Association at the Troutman ESC Park. In distributing copies of the travel guide to Council, Council member Bryant informed Council that Troutman's Davesté Vineyard and Lake Norman State Park is listed in the guide. The first quarter edition's cover shot is of Lake Norman's Bike Trail. He stated that at the meeting he requested that the Town work with the association in the future to profile Troutman more to attract more tourist in the area. A brief discussion was held regarding seeking out partners/relationships to aide in exploring options in advertising the Town.
- Council member Jablonski announced that Council and Town employees are invited to the annual CATS Holiday Lunch held at the Iredell/Statesville Automotive Technology Center on Thursday, December 15th from 11am – 1:30pm. They are celebrating their 20th Anniversary.

B. Business from Staff

1. Review of Town Policy #33 - "*Vehicle and Equipment Replacement Policy*", (Longino)

Interim Town Manager Justin Longino asked for Council's thoughts and input regarding the Town's current Vehicle and Equipment Replacement Policy in preparation of the upcoming budget year. Discussion was held regarding projected mileage of 100,000 per year for police vehicles, vehicle and equipment maintenance and safety.

(Copied in full, Policy #33 is filed in the Town of Troutman Policy Manual, and is filed on CD titled: "Town Council Supporting Documents" dated December 05th and December 8th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

2. Discuss Snow Removal for Orphaned Streets, (Longino)

Interim Town Manager Justin Longino presented a model policy for Council review from the Town of Eastham regarding snow removal on orphaned/private streets. Council member Henkel expressed that streets that are not on the Town's Powell Bill map, is the resident's responsibility and any snow removal for orphaned or private streets by the town, the residents could possibly contract to reimburse the Town and indemnify against the towns liability for property damages and liability for town equipment. Discussion was held regarding attaching snow plows to town trucks for plowing, resulting in the consensus of council that it is not justified due to the amount of snow received each year. Council member Bryant recommended that staff present a plan with a fee schedule attached explaining to residents that live on orphaned/private streets why snow removal is not covered under their real estate taxes. Mayor Young requested that staff research the mileage of private/orphaned streets and state maintained streets within the town limits along with a list of streets that are on the Powell Bill. He also requested more details regarding Powell Bill reimbursement process/funding. Finance Director Steve Shealy explained that the state receives a certain amount of funds each year on gas tax receipts. The town does not receive Powell Bill funds as reimbursements, but receives a lump sum amount that is based on the Town's population and street mileage. The amount of funds Troutman receives fluctuates very little each year averaging around a total of \$78,000 that is also used for street maintenance, salaries, benefits, pothole patching, equipment maintenance, etc. Orphaned/private streets within Town limits can be adopted and added to the Powell Bill map once taken over by the Town, if they are brought up to the Town's street standards.

****Upon motion by Council member Bryant, seconded by Council member Williams, and unanimously carried, approved staff to draft a proposal using the model presented for snow removal options for Town orphaned/private streets to include fee schedule with explanation for the fee schedule if paying town taxes.**

(Copied in full, Example Policy and town street map is filed on CD titled: "Town Council Supporting Documents" dated December 05th and December 8th, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

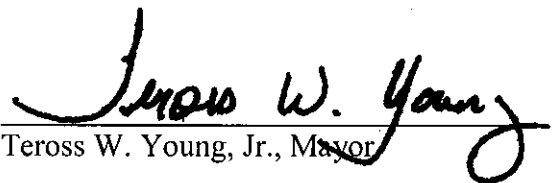
(Addition)

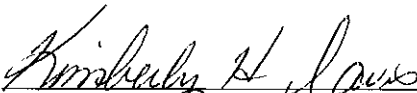
3. Review of Contract for ABC Law Enforcement, (Longino)

Interim Town Manager Justin Longino stated that approval of the proposed contract would establish Troutman Police Department as the enforcing agency of all ABC Laws with the Troutman ABC Board. Attorney Gary Thomas has reviewed the contract. The question arose regarding how often police reports should be submitted to the ABC Board regarding the number of arrest, violations, agency assistance, alcohol education and responsible server programs presented. In the contract presented, #2 stated that the agency shall provide reports on law enforcement activity on a quarterly basis, whereas #5 in the contract stated that the agency shall provide reports as outlined in the contract on a monthly basis. Following a brief discussion, the Council was in agreement to change #5's reporting status from monthly to quarterly. The Council was also in agreement to add "Consideration of the Contract for ABC Law Enforcement" to the agenda of the Council's regular meeting agenda of December 8th, to allow Council additional time to review.

V. ADJOURNMENT

****Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, Agenda Briefing Meeting of December 05, 2016 was adjourned at 5:18 p.m.**


Teross W. Young, Jr., Mayor


Kimberly H. Davis, Town Clerk

**** Motion**

